

**MUNICIPAL
PROFESSIONAL
COUNSELING
REGULATIONS**

CHAPTER 66 PROFESSIONAL COUNSELING

Secs.

6600	General Provisions
6601	Term of License
6602	Educational Requirements
6603	Supervised Experience Requirements
6604	Applicants Educated in Foreign Countries
6605	National Examination
6606	Practice of Professional Counseling By Students and Graduates
6607	Waiver of Examination and Education Requirements
6608	Waiver of Examination Requirements
6609	Standards of Conduct
6699	Definitions

6600 GENERAL PROVISIONS

- 6600.1 This chapter shall apply to applicants for and holders of a license to practice professional counseling.
- 6600.2 Chapters 40 (Health Occupations: General Rules) and 41 (Health Occupations: Administrative Procedures) of this title shall supplement this chapter.

6601 TERM OF LICENSE

- 6601.1 Subject to § 6601.2, a license issued pursuant to this chapter shall expire at 12:00 midnight of December 31st of each even-numbered year.
- 6601.2 If the Director changes the renewal system pursuant to § 4006.3 of chapter 40 of this title, a license issued pursuant to this chapter shall expire at 12:00 midnight of the last day of the month of the birth date of the holder of the license, or other date established by the Director.

6602 EDUCATIONAL REQUIREMENTS

- 6602.1 Except as otherwise provided in this chapter, an applicant for a license shall furnish proof satisfactory to the Board, in accordance with § 710 of the Act, D.C. Official Code § 3-1207.10, of the following:
- (a) That the applicant has received a master's degree or higher from an institution of higher education which was accredited, at the time the degree was conferred, by an accrediting body recognized by the Secretary of the United States Department of Education, the Council on Postsecondary Accreditation, or its successor; and
 - (b) That the applicant has completed a minimum of sixty (60) semester hours in counseling or related subjects after earning a bachelor's degree.

6602.2 For purpose of meeting the requirements of subsection 6602.1 the following shall apply:

- (a) All courses earned in a graduate degree program in counseling shall be counted toward the required sixty (60) semester hours. Courses earned outside of a counseling degree program shall be evaluated individually.
- (b) Subjects related to counseling acceptable to the Board include:
 - (1) Social science;
 - (2) Psychology;
 - (3) Social work;
 - (4) Human services;
 - (5) Behavioral science;
 - (6) Psychiatric nursing;
 - (7) Rehabilitation counseling;
 - (8) Family counseling;
 - (9) Individual and family development;
 - (10) Student counseling and personnel services;
 - (11) Mental health and human services;
 - (12) Family and community services; and
 - (13) Creative arts therapy.
- (c) The content of an applicant's degree program and courses shall include, at a minimum, the following:
 - (1) Counseling theory and practice;
 - (2) Human growth and development;
 - (3) Lifestyle and career development;
 - (4) Group counseling;

- (5) Appraisal, assessment, and testing of individuals;
 - (6) Principles of etiology, diagnosis, treatment planning, and prevention of mental and emotional disorders and dysfunctional behavior;
 - (7) Social and cultural foundations including multicultural counseling;
 - (8) Marriage and family counseling;
 - (9) Research and program evaluation;
 - (10) Professional orientation and ethics; and
 - (11) Counseling practicum or internship.
- (d) It is not necessary for a separate course to have been completed in the content areas listed in paragraph (c); however evidence is required that the content of each area has been covered in courses completed.

6602.3 An applicant shall submit to the Board certified transcripts of the applicant's educational records from each educational institution from which credits were earned that are relevant to this licensure application with the completed application. Transcripts shall be accepted if they are mailed directly by the educational institution from which credits were earned or if submitted directly by an applicant in a sealed university envelope with a registrar's signature across the seal.

6603 SUPERVISED EXPERIENCE REQUIREMENTS

6603.1 An applicant for a license shall furnish proof satisfactory to the Board pursuant to § 6603.3 that the applicant obtained counseling experience that meets the following requirements:

- (a) The applicant shall have required the experience after having completed the requirements of the first graduate degree in counseling or a related area but before the date the application was submitted. Experience acquired after having completed the requirements of a master's degree in counseling or related area, but during a post-master's, specialist, or doctoral degree program in counseling or a related area is acceptable.
- (b) The experience shall have consisted of a minimum of three thousand five hundred (3,500) hours of professional counseling performed over a period of not less than two (2) years and not more than five (5) years under the general supervision of a qualified supervisor who shall be a professional counselor, psychologist, psychiatrist, or independent clinical social worker who was

licensed in a jurisdiction of the United States during the supervised period, or who would have been qualified for a license as a professional counselor in the District of Columbia. The Board may extend the five (5) year limit for good cause. All hours worked in a position in which general counseling services are offered shall be counted toward the minimum required hours.

- (c) Two hundred (200) of the required hours must have been under immediate supervision by a qualified supervisor as defined in § 6603.1(b) and in conformance with the following requirements:
 - (1) One hundred (100) hours of the required two hundred (200) hours of immediate supervision shall have been completed under a professional counselor who was licensed in a jurisdiction of the United States during the supervised period or who would have been qualified for a license as a professional counselor in the District of Columbia;
 - (2) One hundred (100) hours of the required two hundred (200) hours of immediate supervision shall have been under individual supervision with a qualified supervisor; and
 - (3) For every thirty-five (35) hours worked, the applicant shall have been under immediate supervision for a minimum of one hour.
- (d) The applicant's performance shall have been rated as at least satisfactory by each supervisor.

6603.2 A student or graduate under supervision shall identify himself or herself as such at all times when practicing professional counseling.

6603.3 An applicant for a license shall demonstrate qualifications required by § 6603.1 by submitting with the application a signed statement from each supervisor who supervised the applicant during the required period of experience which sets forth the following:

- (a) The location at which and period of time during which the supervision took place;
- (b) The number of hours of the applicant's practice of professional counseling;
- (c) The number of hours of immediate supervision of the applicant;
- (d) The specific nature of and responsibilities included in the applicant's practice;
- (e) A rating of the applicant's performance; and

- (f) The license number and jurisdiction in which the supervisor was licensed during the supervised period; if not licensed, the supervisor's vitae demonstrating the supervisor's qualifications to be a licensed professional counselor in the District of Columbia.

6604**APPLICANTS EDUCATED IN FOREIGN COUNTRIES**

- 6604.1 The Board may grant a license to practice professional counseling to an applicant who completed an educational program in a college or university in a foreign country which is not accredited in accordance with § 6602 if the applicant meets the following requirements:
- (a) Meets all requirements of this chapter except for § 6602.1; and
 - (b) Demonstrates to the satisfaction of the Board that the applicant's education and training are substantially equivalent to the requirements of this chapter and the Act in ensuring that the applicant is qualified to practice professional counseling by submitting the documentation required by § 6604.2 of this section.
- 6604.2 An applicant under this section shall, in lieu of meeting the requirements of § 6602.1, submit one of the following:
- (a) Proof satisfactory to the Board that the applicant has received a master's degree or higher from a foreign institution which was accredited, at the time the degree was conferred, by an accrediting body recognized by the national government of the country in which the institution is located; or
 - (b) A certification from a private education evaluation service approved by the Board that the applicant's foreign education is substantially equivalent to the education provided in an accredited program.
- 6604.3 The Board may interview an applicant under this section to determine whether the applicant's education or training meets the requirements of the Act and this chapter.
- 6604.4 If a document required by this chapter is in a language other than English, an applicant shall arrange for its translation into English by a translation service acceptable to the Board and shall submit a translation signed by the translator attesting to its accuracy.

6605**NATIONAL EXAMINATION**

- 6605.1 To qualify for a license by examination, an applicant shall receive a score on the National Counselor Examination designated by the National Board for Certified

Counselors as a passing score for that administration of the National Counselor Examination.

- 6605.2 An applicant who, prior to applying for a license, has taken and passed an examination administered by a professional counselor licensure board in another jurisdiction in the United States, by the Commission for Certified Rehabilitation Counselors, or by the National Academy of Certified Mental health Counselors (now a specialty within the National Board for Certified Counselors), will not be required to take the National Counselor Examination. An applicant relying on an alternative examination shall submit to the Board the applicant's examination results which have been certified or validated by the entity that administered the examination.

6606 PRACTICE OF PROFESSIONAL COUNSELING BY STUDENTS AND GRADUATES

- 6606.1 A student or graduate may practice professional counseling in accordance with this section only under the general or immediate supervision of a professional counselor licensed or qualified to be licensed in the District of Columbia, or a psychologist, psychiatrist, or independent clinical social worker licensed in the District of Columbia under the Act.
- 6606.2 The following persons shall be authorized to practice under this section:
- (a) Students whose practice fulfills education requirements under § 710 of the Act, D. C. Official Code § 3-1207.10 and § 6603 of this chapter; and
 - (b) Graduates fulfilling postmaster's experience requirements under § 710 of the Act, D.C. Official Code § 3-1207.10, and § 6602 of this chapter or during the pendency of the graduate's initial application.
- 6606.3 A person who has been denied a license or disciplined in the District of Columbia or other jurisdiction in the United States shall not practice pursuant to this section unless authorized by the Board in writing to do so.
- 6606.4 A supervisor shall be responsible for all supervised practice by a student or graduate during the period of supervision, and is subject to disciplinary action for any violation of the Act or this chapter by the student or graduate.
- 6606.5 A student or graduate shall identify himself or herself as such at all times when practicing professional counseling.

6607 WAIVER OF EXAMINATION AND EDUCATION REQUIREMENTS

6607.1 The Board shall waive the examination and education requirements of this chapter for an applicant who:

- (a) Holds a bachelor's degree in counseling or a related subject, or the equivalent thereof, or has earned a minimum of thirty-six (36) graduate semester hours in counseling or a related subject from an institution of higher education which was accredited by an accrediting body recognized by the Secretary of the United States Department of Education, or the Council on Postsecondary Accreditation, or its successor;
- (b) Proves to the satisfaction of the Board that the applicant has been performing the functions of a professional counselor, as defined in § 6699 of this chapter, on a full-time or substantially full-time basis consisting of not less than fifteen hundred (1,500) hours per year for the period of two (2) years immediately preceding July 22, 1992; and
- (c) Applies for licensure within two years of the effective date of this chapter.

6607.2 A subject related to counseling includes social science, psychology, social work, human services, behavioral science, psychiatric nursing, rehabilitation counseling, family counseling, individual and family development, student counseling and personnel services, mental health and human services, family and community services, and creative arts therapy.

6607.3 An applicant for a license under this section shall submit the following:

- (a) A statement that the applicant has practiced as a professional counselor during the time period July 22, 1990 through July 22, 1992, including the details of the nature of the practice, time period, names of supervisors, and places where the applicant has performed the functions of a professional counselor; and
- (b) At least two (2) of the following:
 - (1) Letter of recommendation from an immediate supervisor who is currently supervising, or has supervised, the applicant's work in professional counseling. For an applicant who has been in an independent private practice during the pertinent two (2) year period, a letter of recommendation from a mental health colleague shall be accepted in lieu of a letter of recommendation from a supervisor;
 - (2) Evidence of participation in continuing education activities;
 - (3) Evidence of the completion of a minimum of one (1) three-credit graduate course in counseling or a related field from an institution or higher

education accredited by an accrediting body recognized by the Secretary of the United States Department of Education, or the Council on Postsecondary Accreditation, or its successor;

- (4) Documentation of a currently valid certificate as a Certified Clinical Mental Health Counselor, Certified Rehabilitation Counselor, or National Certified Counselor; or
- (5) Proof of publication of a counseling-related article in a refereed journal, publication of a counseling-related book, or publication of a chapter in a counseling-related book.

6608 WAIVER OF EXAMINATION REQUIREMENTS

6608.1 The Board shall waive the examination requirements of this chapter for an applicant who:

- (a) Meets the educational requirements of § 6602 of this chapter;
- (b) Proves to the satisfaction of the Board that the applicant has practiced as a professional counselor or as a professional counselor administrator within a three (3) year period immediately preceding July 22, 1992; and
- (c) Applies for licensure within one (1) year from the effective date of this chapter.

6608.2 An applicant for a license under this section shall submit the following:

- (a) A statement detailing the nature of the practice, time period, names of supervisors, and places where the applicant has performed the functions of a professional counselor or a professional counselor administrator during the time period July 22, 1989 through July 22, 1992; and
- (b) At least two (2) of the following:
 - (1) Letter of recommendation from an immediate supervisor who is currently supervising, or has supervised, the applicant's work in professional counseling. For an applicant who has been in an independent private practice during the pertinent two (2) year period, a letter of recommendation from a mental health colleague shall be accepted in lieu of a letter of recommendation from a supervisor;
 - (2) Evidence of participation in continuing education activities;

- (3) Evidence of the completion of a minimum of one (1) three-credit graduate course in counseling or a closely related field from an institution of higher education accredited by an accrediting body recognized by the Secretary of the United States Department of Education, or the Council on Postsecondary Accreditation, or its successor;
- (4) Documentation of a currently valid certificate as a Certified Mental Health Counselor, Certified Rehabilitation Counselor, or National Certified Counselor; or
- (5) Proof of publication of a counseling-related article in a refereed journal, publication of a counseling-related book, or publication of a chapter in a counseling-related book.

6609 STANDARDS OF CONDUCT

- 6609.1 Licensed professional counselors shall comply with the prevailing standards of acceptable professional counseling as promulgated by the American Counseling Association in March 1988 (Appendix 66-1), and any subsequent revisions or additions about which the Director issues a notice of rulemaking.
- 6609.2 Licensed professional counselors shall practice only those assessment techniques and counseling treatment interventions for which they have education and training.

6699 DEFINITIONS

- 6699.1 When used in these regulations, the following terms shall have the following meanings ascribed:

Act – the District of Columbia Health Occupations Revision Act of 1985, D.C. Law 6-99, as amended.

General supervision – supervision in which the supervisor is available to the person supervised, either in person or by a communications device.

Immediate supervision – supervision in which the supervisor is physically present with the person supervised and either discussing or observing the person's practice.

Practice of professional counseling – engaging in counseling activities, for compensation, by a person who represents, by title or description of services, that he or she is a “professional counselor” or “licensed professional counselor,” and includes the processes of: (a) conducting assessments for the purpose of determining treatment goals and objectives; (b) assisting clients through a professional relationship to achieve effective mental, emotional, physical, social, educational, or career development and adjustment throughout the life span; and

(c) using counseling treatment interventions to facilitate human development and to identify and remediate mental, emotional, or behavioral conditions and associated difficulties which interfere with functional wellness.

Professional counselor – a person licensed under the Act to practice professional counseling.

Student – an individual who is enrolled in an academic program which meets the requirements of § 6602.